

## GLENARDEN

TOWN MANAGER FOR AN INDEFINITE TERM AND FIX HIS COMPENSATION. THE MANAGER SHALL BE APPOINTED SOLELY ON THE BASIS OF EXECUTIVE AND ADMINISTRATIVE QUALIFICATIONS. HE NEED NOT BE A RESIDENT OF THE TOWN OR STATE AT THE TIME OF HIS APPOINTMENT, BUT HE MAY RESIDE OUTSIDE THE TOWN WHILE IN OFFICE ONLY WITH THE APPROVAL OF THE MAYOR AND COUNCIL. THE MANAGER SHALL NOT PARTICIPATE IN ELECTION CAMPAIGNS, NOR SHALL HE SUPPORT CANDIDATES OR IDENTIFY HIMSELF WITH ANY PARTY OR FACTION.

18. (2) (AUTHORITY AND DUTIES) THE TOWN MANAGER SHALL BE THE CHIEF ADMINISTRATIVE OFFICE OF THE TOWN. HE SHALL BE RESPONSIBLE TO THE MAYOR FOR THE ADMINISTRATION OF ALL TOWN AFFAIRS PLACED IN HIS CHARGE BY THE MAYOR OR UNDER THE TOWN CHARTER. HE SHALL HAVE THE FOLLOWING POWERS AND DUTIES:

A. THE TOWN MANAGER SHALL ADMINISTER THE PERSONNEL AFFAIRS OF THE TOWN. HE SHALL BE RESPONSIBLE FOR THE ENFORCEMENT OF ALL PERSONNEL RULES AND REGULATIONS ADOPTED BY THE COUNCIL. HE SHALL EXERCISE ADMINISTRATIVE CONTROL OVER ALL TOWN DEPARTMENTS AND AGENCIES. IN ACCORDANCE WITH THE TOWN CHARTER, HE SHALL NOMINATE AND RECOMMEND REMOVAL OF, DEPARTMENT AND AGENCY HEADS, ON THE BASIS OF MERIT. HE SHALL SUPERVISE, ALL OTHER SUBORDINATE TOWN EMPLOYEES, ON THE BASIS OF MERIT.

B. THE TOWN MANAGER SHALL ISSUE ALL WORK REQUESTS THROUGH THE DEPARTMENT HEAD INVOLVED UNLESS HE SHALL BE INCAPACITATED OR UNAVAILABLE.

C. HE SHALL ATTEND ALL MEETINGS OF THE COUNCIL IN AN ADVISORY CAPACITY.

D. HE SHALL SEE THAT ALL LAWS, PROVISIONS OF THE CHARTER AND ACTS OF THE MAYOR AND COUNCIL SUBJECT TO ENFORCEMENT BY HIM OR HIS SUBORDINATES ARE FAITHFULLY EXECUTED.

E. HE SHALL ASSIST IN THE PREPARATION OF THE ANNUAL TOWN BUDGET BY COORDINATING THE REQUESTS AND SUGGESTIONS OF THE MAYOR AND COUNCIL, DEPARTMENT AND AGENCY HEADS, AND OTHER CONCERNED TOWN PERSONNEL; DRAFTING A PROPOSED BUDGET; AND ASSISTING THE MAYOR IN PREPARATION OF THE BUDGET MESSAGE AS REQUIRED BY ARTICLE 40(2) OF THIS CHARTER.

F. HE SHALL MAKE QUARTERLY REPORTS TO THE MAYOR AND TOWN COUNCIL, FULLY ADVISING THEM AS TO THE CURRENT FINANCIAL CONDITION AND FUTURE NEEDS OF THE TOWN, INCLUDING THEREIN SUCH RECOMMENDATIONS AS HE DEEMS NECESSARY AND DESIRABLE.

G. HE SHALL MAKE SUCH OTHER REPORTS AS THE